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AND JO

MINUTES OF THE 15th MEETING, AGENCY PUBLICATIONS BOARD, 3 March 1962

Board Members present: Lyman B. Kirgatorick, III, Chairman

ED/3 Representative

ED/1 Representative

25X1A

Also present

C/PED

C/CC

C/IS

Acting Secretary

25X1A

1. Minutes of the 15th meeting (AFB JO) were approved as submitted.

2. The Board took up discussion of the current draft on "public dissemination", which is substantially complete except for the recommendations section and a tab on legal aspects, the latter being prepared for reproduction today. The Board agreed that this was an appropriate time to get the views of the Office of Security, and the secretary was directed to send a copy of the draft to Mr. [redacted] and invite him to attend the next meeting. It was agreed to hold the next meeting on 11 a.m., Thursday, March 10, in order to speed production of the dissemination study, at which time a draft of the recommendations section should be ready for the Board's consideration.

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3. The Chairman observed that it was not the purpose of the study to recommend wider dissemination at this time but that it should be able to accomplish two things: a) put current activity on a firm legal basis, and b) establish definite procedures for handling and supervising public dissemination.

4. Mr. [redacted] who was absent, had reported by telephone his general concurrence with the present draft and had requested that the Board be informed of his views, briefly summarized as follows: a) Further distribution should be avoided in publications going to the public; b) More use could be made of Agency material in the briefing of Congressional committees; c) Public dissemination of mutilated versions of material originally prepared for liaison exchange might harm our liaison efforts.

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5. The draft "Request for Approval of Publication" form, as submitted by the Forms Management Branch, was discussed. It was agreed that the following changes should be made in the present draft:

a. A place should be provided for the signature of the appropriate deputy or staff chief.

b. Signature of the P&C co-ordinator is unnecessary. Instead the originator will use this space to note the name of the P&C co-ordinator.

c. The certification (on duplication) provided in block 1 of the draft should be replaced by a single statement.

d. The instructions should include provision for co-ordination with the Secretary of the Board.

e. The instructions should explain the need for six copies and state that only four copies need be kept for record files after the Board's approval.

6. It was agreed that it should be standard Board practice, at the time a publication is approved, to inform the publisher that the Board would re-examine the publication after six months in order (a) to compare actual cost with estimated cost and (b) to gauge customer reception.

7. In discussing the value of the approval form as a participant to be applied to existing publications it was suggested that the approval procedure be publicized and made a matter of record by (a) sending the form to the deputies with a request that they discuss it in staff meetings and (b) revising [ ] to include the approval procedure, with an explanation of its use in regard to existing publications.

8. Mr. [ ] reported on progress of the USIB publications committee (see AFB 11).

9. The Board concluded to recommend disapproval of Enigmae [ ] regarding removal of the cover of the Support Bulletin to economize on overseas mailing, the Chairman directing that the motion be accompanied by a compliment to the suggestor for his ingenuity.

10. Mr. [ ] reported on the successful running of the P&C seminar and noted that 30 persons had already applied for the second running the last week of March.

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11. Mr. [ ] reported that Navy had requested 50 copies of OER's Glossary of Intelligence Terminology and asked the Board's view as to whether USIB should be consulted on this dissemination. It was agreed that DD/P's views should be solicited and that Mr. Carlson would be consulted.

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12. Mr. [ ] submitted for Board approval a revision of Pages 10, 11 and 12 of AFB 14 concerning OER and OSI publications (see AFB 33).

13. Next meeting: 11 a.m., Thursday, March 10. ✓

[ ]  
Acting Secretary  
[ ]

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4 Mar 60

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1 APR 55

Replaces Form 30-4  
which may be used.

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